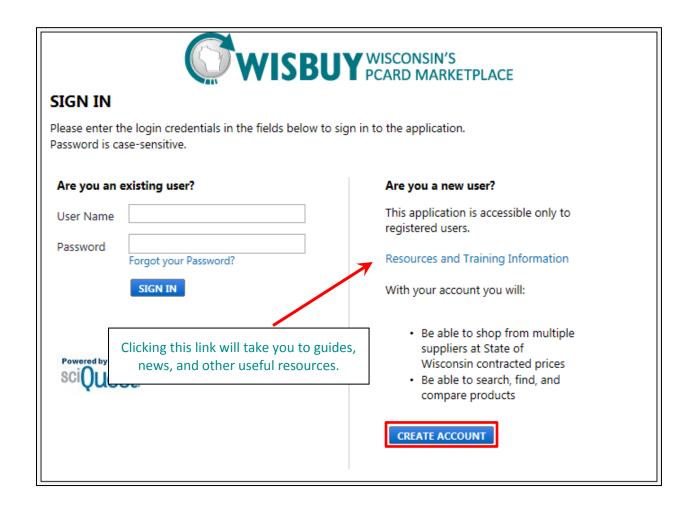
Setting Up a WISBuy PCard Marketplace Account

Step 1: Navigate to the WISBuy PCard Marketplace Sign In page at WISBuy.wi.gov.

Step 2: Click **Create Account**.



Note: **Resource and Training Information** is a hyperlink to the <u>WISBuy PCard Marketplace Website</u>, where you can find helpful guides for using WISBuy, news, and other useful resources.

Step 3: Enter your account information. All fields are required, with the exception of **Department**, which will only be filled out by DOC-Dental employees.

WISBUY WISCONSIN'S PCARD MARKETPLACE		
CREATE ACCOUNT All fields are required except Department		
Contact Information		
First Name		
Last Name		
Phone Number	Area, Phone Number, Exte	ension
Email Address		
Business Unit/Agency: Type in your Agency (e.g., Adm use the Department field.		
Business Unit		use the Department field.
Department (DOC-Dental Only)		~
Login Information: Use your IAM (Network) ID if you have one.		
User Name	User Names are not case sensitive.	
Password		
Confirm Password		
Commin r assword	Passwords are case sensit upper case character and	tive. The minimum password length is 7. Passwords must include one one number.
Security Question Please enter a question and answer that we can prompt you with should you ever forget your password.		
Question		~
Select the Security Check shown below		Selecting a Security Question will allow you to reset your own password, should you forget it.
I'm not a robot	reCAPTCHA Privacy - Terma	
Submit Cancel		

- Enter your Contact Information
 - First Name
 - Last Name
 - Phone Number
 - o **Email Address:** Enter your work email address.
- Enter your Business Unit/Agency
 - Business Unit: Enter the name of your Agency (e.g., Natural Resources or Revenue). As
 you start to type, you will see corresponding options autopopulate below. Select the
 appropriate Agency name.
- **Department (DOC-Dental Only):** If you are Corrections Dental Staff, select the corresponding option here. If you are not, this field will be left blank.
- User Name: For State employees, we recommend using your IAM (network) ID.
- Password: Passwords will not expire and must be at least 7 characters long and contain:
 - An uppercase letter
 - A lowercase letter
 - o A number
- **Security Question:** While not required, you are strongly encouraged to select a security question and answer. If you do not do this step, you will be unable to reset your own password if you forget it and will have to contact WISBuy Support.
- Pass the Security Check
 - Check the I'm not a robot box and follow the on-screen prompts. Click Submit when complete.

Step 4: Click Submit.

- An email will be sent to your Agency Business Unit Administrator for approval.
- You will receive an email once your has been approved and you will then be able to login to WISBuy at WISBuy.wi.gov.